

**MANCHESTER WATER WORKS
BOARD OF WATER COMMISSIONERS
MEETING**

February 24, 2022
Board room

3:30 p.m.
281 Lincoln Street
Manchester, NH

1. President Danielle York called the meeting to order at 3:30 p.m.

Present: President York, Commissioner Sullivan - remote, Commissioner Beaudoin, Commissioner Reardon - remote, Commissioner Hamer, Commissioner Brown. There is a quorum present.

2. **Public Comment** - The President advises that this public comment session, not to exceed thirty minutes, is an opportunity for resident of Manchester and the Water Works franchise to address the Board on items of concern affecting the Community; that each person will be given only one opportunity to speak, all comments shall be limited to three minutes and any comments must be directed to the President. When your name is called, please come forward to the podium, clearly state your name and address when recognized, and give your comments. No resident came forward to address the Board. There were no submitted written comments to the Board.

3. **Regular Meeting and Non-Public Meeting Minutes –**
Regular Meeting and Non-Public Meeting Minutes of the January 27, 2022 meeting were approved on MOTION by Comm. Hamer, seconded by Comm. Brown. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

4. **Finance Committee Report for February 2022** - Commissioner Reardon reviewed the February 2022 monthly invoices, advanced drafts, inter-departmental transfers and P-card payments amounting to \$934,867.71. She noted that invoices were appropriate with nothing out of the ordinary.

On MOTION by Comm. Brown, seconded by Comm. Beaudoin, the Finance Committee Report was approved. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

5. **Director's Report**

- a Financials – Deputy Director Lescault briefed the Board the FY2022 unaudited financial statements for the seven months ending January 31, 2022.
- b Personnel – Director Croasdale briefed the Board on current personnel issues. We interviewed several candidates for the open Public Service Worker II positions. Two candidates initially showed interest in accepting but turned down the positions.

We interviewed seven (7) in-house candidates for the WTP Instrument Technician position. A candidate has not yet been selected.

We posted the WTP Operations Maintenance Manager and WTP Laboratory Manager through February 17th in-house. Mike Pinard was selected to fill the WTP Operations and Maintenance Managers position, and Cheryl Wood the WTP Laboratory Manager.

The following positions are currently open and posted; Three (3) Public Service Worker II positions, and Information Support Specialist.

There were two work related injuries this month. One involved some lost time. Employee got thumb smashed moving hydrant.

There is currently still the one grievance (04-2021) outstanding. It involves not being selected for promotion to a Water Works Supervisor position primarily based on seniority. An arbitrator and date have yet to be determined. A previously reported grievance (01-2021) related to a change in working conditions has been withdrawn subject to impact bargaining. The schedule for this issue is to be determined.

- c Water Treatment and Supply Report – Deputy Director David Miller, briefed the Board on monthly activity concerning the Water Treatment and Supply Division. Topics include but are not limited to; progress and schedule of; Kimball Drive Water Treatment Plant and Pump Station; Main Dam and Canal work; general Treatment and Supply activities.
 - d Watershed Report – Watershed Land and Property Manager John O'Neil briefed the Board on monthly activity concerning the Watershed Division. Topics include, but are not limited to, Watershed Patrol/Trails activity; on-going projects; watershed crew work; Timber harvesting; other seasonal work or events.
 - e Distribution Construction Report – Deputy Director Chabot briefed the Board on on-going distribution activity.
 - f NEWWA Spring Conference 2022 – Director Croasdale briefed the Board the program for New England Water Works Association's (NEWWA) Spring Conference in Wooster, MA on April 6-7 2022. Our own Dave Miller and Sarah Lescault are presenters at this year's conference.
 - g NHWWA Legislative Update – Director Croasdale briefed the Board a letter from New Hampshire Water Works Association (NHWWA) regarding House Bill HB 1620, which identifies part of the Merrimack River as a protected river. Manchester Water Works and NHWWA have been following this bill to ensure there is no impact to our well or treatment plant drawing water from the river, and there will not be.
6. **Main Easement – Vista Ridge** – Director Croasdale briefed the Board for information only, a letter sent to the Town of Londonderry regarding the main easement at Vista Ridge Condominium Association. A response to this letter was received, and will be discussed in non-public session at the end of the meeting.
7. **Derry Trail Riders** - Watershed Land and Property Manager John O'Neil briefed the Board a Watershed Special Event application dated 31, 2022, from the Derry Trail Riders, requesting to hold a recreational horse ride on Sunday, May 15, 2022, with a rain date of Sunday, May 22, 2022, using the field on Depot Road as well as trails around Tower Hill Pond.

On MOTION by Comm. Brown, seconded by Comm. Hamer to approve the request from the Derry Trail Riders subject to completion of the usual agreement, including insurance coverage and compliance with MWW rules. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

8. **2022 Bass Fishing Tournaments** – Watershed Land and Property Manager John O’Neil briefed the Board applications received by the State of New Hampshire Fish and Game Department for bass fishing tournaments on Lake Massabesic during the 2022 season. The tournaments listed in the summary are in the order they were received by the State.

To be consistent with our approval process in previous years, it is recommended that the first six (6) tournaments be approved subject to standard agreements being executed (including receipt of the required insurance certificates).

On MOTION by Comm. Sullivan, seconded by Comm. Beaudoin to approve the attached tournaments subject to completion of the usual agreement, including insurance coverage and compliance with MWW rules. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

9. **MSDC Grant Agreement Amendment** – Deputy Director Lescault briefed the Board a request from the New Hampshire Department of Environmental Services (NHDES) to amend the existing grant agreement for payment of the Merrimack Source Developers Charge (MSDC) related to the Southern New Hampshire Interconnection Project.

This amendment is requested because the Town of Plaistow has asked for an additional year to purchase their full allocation of MSDC, changing the deadline from May 1, 2022 to May 1, 2023. This has no impact on Manchester Water Works because we received the full payment from NHDES in 2019. Also attached, is the letter from Plaistow requesting the amendment and the original grant agreement documents.

On MOTION by Comm. Hamer, seconded by Comm. Brown to approve the amendment to the MSDC Grant Agreement with New Hampshire Department of Environmental Services. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

10. **Source Water Protection Grant** – Watershed Land and Property Manager John O’Neil briefed the Board a letter from the State of New Hampshire Department of Environmental Services (NHDES) awarding MWW a \$25,000 Source Water Protection Grant. This grant was applied for by John O’Neil, Watershed Land and Property Manager, with the intention of using the funds to obtain a stormwater design plan for the entry to Shore Road. The grant amount will cover a complete redesign of 1,000 feet of Shore Drive which is owned by MWW.

The existing entrance to the road is poorly designed and causes a lot of erosion and drainage into the lake. By completing a stormwater design plan, we will have future opportunities to apply for more grants to execute the plan.

On MOTION by Comm. Sullivan, and seconded by Comm. Beaudoin to accept the grant in the amount of \$25,000. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

11. **HVAC Proposal for High Service Station** – Director Croasdale briefed the Board a proposal from Energy Efficient Investments, Inc. (EEI) for the installation of HVAC at the High Service Station.

The City has an existing contract with EEI, therefore, MWW will contract with EEI under the same terms.

On MOTION by Comm. Hamer, seconded by Comm. Beaudoin to accept the proposal in the amount of \$79,500. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

12. **Town of Auburn Lease for Severance Schoolhouse** - Director Croasdale briefed the Board a proposed lease agreement with the Town of Auburn for the use of Severance Schoolhouse. The proposal is for a five-year lease starting at \$1,700/month and escalating by \$50/month annually. The Town will pay all utilities, taxes and any needed maintenance on the building.

The Town of Auburn will be voting on this lease at the Annual Meeting on March 8th. In addition, we requested a variance on the property to change the zoning from Residential to Commercial, and the meeting to grant that variance was held on February 22nd. The Town did change the zoning to allow commercial use of the property.

On MOTION by Comm. Brown, seconded by Comm. Beaudoin to approve the proposed lease agreement with the Town of Auburn for Severance Schoolhouse. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

13. **Petition for Water Main Extension** – Deputy Director Chabot briefed the Board a petition for water main extension from the existing main on Orange Street to extend South on Hall Street, a distance of 120 feet.

On MOTION by Comm. Brown, seconded by Comm. Hamer to approve the petition. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

14. **Old Business: Tabled Item– Tyler Technologies – ERP Software Proposal** – Deputy Director Lescault briefed the Board since our previous meeting, we have had multiple conversations with Tyler Technologies, Information Systems, Finance Department and internally. MWW Staff have a much better comfort level moving forward with the proposal as amended. Here is a summary of the changes/progress that has been made over the last two months:

- In discussions with Tyler Technologies, they had incorrect budget information from the City related to MWW and have updated their proposed costs to reflect our actual budget information. The City also changed the contract to match their existing with Human Resources and there is now a five-year term instead of a three-year term. Our new proposed pricing is as follows (see attached for full amended proposal):

Implementation	\$ 976,480
Hardware, etc.	28,097
Annual maintenance for 5 years	1,159,790
Total contract amount	<u>\$2,164,367</u>

- We have spoken with multiple references provided by Tyler Technologies, as well as local communities we know use MUNIS, to get a better understanding of the implantation process and how the system runs from a user perspective. While not all feedback has been glowing, the consensus is that it is a great product and the customer service is responsive and timely. The negative feedback has mostly been related to the implementation process taking longer than anticipated, and some having implementation consults that were more helpful than others.
- In discussions with Information Systems and the Finance Department, the City has signed a contract and had a kickoff meeting to move forward with implementing the Human Resources portion of MUNIS. It sounds as though the City plans to move forward with a full implementation City-wide once that is complete, which should be in about a year. They are hoping to have a better feel for the system after that point
- The Information Systems Department has calculated an estimate of what MWW might be responsible for financially when the City does come online with MUNIS. This is attached, and better represents what we will likely pay once we are fully implemented with MUNIS.

Undated annual maintenance costs as proposed are also attached for your review, in comparison with what we pay currently. This is what we are agreeing to in the event the City did not move forward with an implementation of MUNIS.

On MOTION by Comm. Brown, seconded by Comm. Hamer to approve the proposal from Tyler Technologies in the amount of \$2,164,367. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

15. New Business:

Rules and Regulations Committee Meeting – Deputy Director Chabot briefed the Board on the changes to the meter charges as presented. Our vendor, Ti-sales has increased their meter prices which is unsurprising in this financial climate. However, these are charges we pass along to contractors when they build houses and homeowners if they neglect their meters. We have proposed increases to cover the costs we incur in purchasing and setting the meters. Old charges:

<u>Meter Size</u>	<u>Charge</u>	<u>Frozen</u>
5/8 x 3/4 inch	\$ 280.00	\$ 170.00
3/4 inch	\$ 340.00	\$ 230.00
1 inch	\$ 400.00	\$ 300.00
1½ inch	\$1,140.00	\$ 640.00
2 inch	\$1,270.00	\$ 770.00
>2 inch	AT COST	AT COST

Proposed new charges:

<u>Meter Size</u>	<u>Charge</u>	<u>Frozen</u>
5/8 x 3/4 inch	\$ 300.00	\$ 180.00
3/4 inch	\$ 360.00	\$ 250.00
1 inch	\$ 430.00	\$ 320.00
1½ inch	\$1,180.00	\$ 680.00
2 inch	\$1,450.00	\$ 820.00
>2 inch	AT COST	AT COST

On MOTION by Comm. Hamer, seconded by Comm. Beaudoin to accept Meter charges as proposed. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

Watershed Land and Property Manager John O'Neil briefed the Board regarding the proposed changes to Watershed Rules. This year, NHDES readopted our Watershed Rules in the State Legislature. It is customary for our Board to accept and confirm these rules known as 902.23 under RSA 485. The only change that NHDES made to these rules under our Article 17 is to add the additional towns and communities we serve water to, to include Hampstead, Atkinson, Litchfield, Plaistow, Salem and Windham.

On MOTION by Comm. Beaudoin, seconded by Comm. Sullivan to accept proposed changes to article 17. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

In addition, we are proposing to add two new rules to Article 18, which is our addition to the above NHDES rules. This would add rules #9 and #10 as follows:

9. Unauthorized target shooting on all Manchester Water Works property is strictly prohibited.

10. A person shall not hunt, trap, or operate a metal detector on Manchester Water Works property without obtaining written permission.

On MOTION by Comm. Hamer, seconded by Comm. Sullivan to adopt proposed changes to article 18. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

John O'Neil briefed the Board on the status of the hunting restriction on Battery Point around the Audubon Center. A past Director of the Audubon Center had requested this restriction be put in place, and our Board approved it with the requirement that Audubon post the area and help us patrol it. However, the area was never properly posted and therefore hunting has been occurring there for many years without much ability to enforce it. The interior portion of Battery Point owned by the Audubon has always allowed hunting, and there is no clear property line for hunters to follow to know when they are leaving Audubon property and entering Manchester Water Works property. A new Director of the Audubon has asked that we remove the hunting restrictions as hunting is favorable for conservation and they know hunters currently use that land anyways.

The Board questioned the safety of hunting on walking trails and Land and Property Manager O'Neil explained this is common and happens both on our land and other public land throughout hunting season. Commissioner Reardon suggested we place signage at the entrances to trails to let walkers know when hunting season is so they can be aware and careful.

On MOTION by Comm. Beaudoin, seconded by Comm. Sullivan to remove the hunting restriction at Battery Point around the Audubon Center, pending signage be posted at the trail entrance. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – no, Comm. Sullivan - yes. There being a majority approval, the motion carried.

SOP #37 – Restricted Areas on Manchester Water Works Property. Watershed Land and Property Manager John O’Neil briefed the Board adjusting restricted areas around Lake Massabesic. This Standard Operating Procedure (SOP) outlines the new restricted areas, which no longer includes Brown’s Island or the south end of the lake. This area was closed when drinking water was being taken from the Low Service Pumping Station on Cohas Avenue, which ended in 1974. This does restrict fishing on the canal adjacent to Canal Avenue for public safety purposes as there is a steep bank along the shore.

On MOTION by Comm. Sullivan, seconded by Comm. Beaudoin to approve SOP #37 as presented. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

HVAC BID: Bids were opened on February 17, 2022 at 2:00 pm for the referenced projects by Commissioner Judy Reardon. The HVAC work for each of the two projects generally consists of multiple condenser and air handler unit replacements, reclaim/disposal of the used equipment (including refrigerant disposal), making all necessary connections and starting up the new systems.

Five contractors submitted bids for both projects. A summary of bids for each project is below:

No.	Company	Replacement of Split Rooftop A/C Units (FY22-804-35)
1	Northeast Climate Heating & Cooling	\$33,700.00
2	Eckhart & Johnson	\$39,611.00
3	Blouin Service	\$43,025.00
4	CAC Mechanical	\$48,945.00
5	KPMB Enterprises	\$55,700.00

No.	Company	Ozone PSU Cabinets Split Systems (FY22-804-36)
1	Northeast Climate Heating & Cooling	\$22,450.00
2	Eckhart & Johnson	\$26,887.00
3	Blouin Service	\$34,325.00
4	KPMB Enterprises	\$37,500.00
5	CAC Mechanical	\$56,875.00

The apparent low bidder, Northeast Climate Heating & Cooling, submitted equipment that met the specifications but was a different manufacturer (York as opposed to the specified Carrier and Trane models). After discussions with City of Manchester Facilities Department, it was determined that the submitted equipment was acceptable. As one additional matter of due diligence, references were checked, which resulted in positive feedback from all contacts. Therefore, MWW staff recommends that both projects be awarded to Northeast Climate Heating & Cooling for the referenced bid amounts above.

On MOTION by Comm. Beaudoin, seconded by Comm. Brown to award both contracts to Northeast Climate Heating & Cooling. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

Youngsville Park and Front Park: Director Croasdale briefed the Board on a proposed design plan to add parking and walkways around the two parks. This will provide the public with more space and opportunity to enjoy the area. More information will be brought forward in March or April. For information only. No votes taken.

16. **Non-Public Session** – President York requested the meeting to go into non-public session to discuss land and lease issues in accordance with RSA 91-A:3, II (d) for consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

A MOTION was made by Comm. Hamer, seconded by Comm. Brown, to enter non-public session. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

A MOTION was made by Comm. Brown, seconded by Comm. Hamer, to conclude the non-public session.

Regular Meeting resumed from non-public session at 5:13 p.m.

17. **Adjournment** – If there is no further business, a motion would be in order to adjourn.

On MOTION by Comm. Beaudoin, seconded by Comm. Sullivan, the meeting was adjourned at 5:14 p.m. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Brown – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'H. Sullivan', with a long horizontal flourish extending to the right.

Harold Sullivan
Clerk